



American College of Medical Genetics

Medical Genetics: Translating Genes Into Health®

CALL FOR INVITED CONCURRENT & PLENARY SESSION PRESENTATIONS

2011 ACMG Annual Clinical Genetics Meeting
March 16 – 20, 2011 * Vancouver, BC, Canada

PROPOSAL SUBMISSION GUIDELINES

The 2011 ACMG Annual Clinical Genetics Meeting will be the 18th annual meeting of the American College of Medical Genetics and the meeting will celebrate the 20th Anniversary of the Founding of the College. ACMG advances the practice of medical genetics by providing education, resources and a voice for more than 1,400 biochemical, clinical, cytogenetic, medical and molecular geneticists, genetic counselors and other health care professionals committed to the practice of medical genetics.

ACMG invites genetics professions to submit proposals to present Invited Concurrent and Plenary Sessions at the 2011 ACMG Annual Clinical Genetics Meeting to be held in Vancouver, BC, Canada. To be considered, proposals must be received by **April 26, 2010** via email to: mforburger@acmg.net.

PROPOSAL SELECTION CRITERIA

Proposals are evaluated by the ACMG Program Committee and will be selected on the following criteria:

- Provides relevant information related to the rapidly evolving field of medical genetics
- Presents relevant learning outcomes for the audience
- Presents novel or new methods of diagnosis, treatment or long-term management of patients with genetic disorders
- Presents current issues in public health genetics and healthcare provision, with relevance to medical genetics professionals
- Addresses identified gap in clinical geneticist/genetic counselor performance

SELECTION PROCESS

Selection for presentation will be based on the importance, originality, focus and timeliness of the topic; expertise of proposed panelists; as well as the potential for informative discussion. Submissions are subject to peer review by the ACMG Program Committee volunteers. To ensure a balanced program, the Program Committee reserves the right to solicit presentations in addition to those submitted and may contact proposal submitters to discuss the topic, suggested speakers and/or make recommendations to modify the proposal so as to develop a comprehensive and topical program overall.

POLICIES REGARDING PROPOSALS FOR ANNUAL MEETING SESSIONS

Selection of topics and participants for all sessions is at the discretion of the Program Committee. Submission of this proposal does not guarantee acceptance in whole or in part. When thinking about potential speakers and moderators, those submitting proposals are encouraged to suggest ACMG members rather than nonmembers if possible since funding to bring in nonmembers is

limited. Invitations to overseas speakers or moderators are infrequent due to the costs associated with overseas travel. No more than one moderator per session is recommended.

GENERAL INFORMATION FOR PRESENTERS

Session Sizes:

- Concurrent Sessions: Session sizes may vary depending on topic from 250-600 attendees
- Plenary Sessions (including the March of Dimes Conference): 1,400 -1,600 attendees

Session Length:

Sessions are scheduled to last either ninety (90) minutes and/or two (2) hours.

Accreditation, Disclosures and Conflict of Interest:

ACMG is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians and therefore, all educational programming is developed and presented in compliance with all ACCME accreditation requirements. The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.

Before their presentations, all faculty, speakers and moderators will be required to disclose the existence of any financial interest and/or other relationship(s) they or their spouses or partners might have with the manufacturer(s) or provider(s) of any commercial product(s) or service(s) to be discussed during their presentation. The Program Committee will address and manage any Conflicts of Interest as part of the development of the program and will be managed by replacing a speaker, refocusing the presentation or eliciting peer review of the presentation beforehand to determine its merit or resolution.

Important Dates:

- April 26, 2010 – Proposals due
- May 2010 – Program Committee review of proposals
- July 2010 – Notification to moderators and speakers of acceptance or non-acceptance
- August 1, 2010 – Program finalized
- September 2010 – Preliminary Program Brochure/Call for Abstracts mailed
- February 16, 2011 – Mandatory preview of speaker slides with known disclosures/conflicts
- March 16-20, 2011 – ACMG Annual Clinical Genetics Meeting, Vancouver, Canada

Speaker & Moderator Reimbursements and Entitlements by Session Type and Member Status:

Presenter Role & Session Type	Member Status	Honorarium	Travel Paid	Per Diem	Hotel Paid	Registration
MODERATOR Concurrent OR Plenary	Member OR Nonmember	\$0	No	\$0	No	Complimentary
SPEAKER Concurrent Session	Member	\$0	No	\$0	No	Complimentary
SPEAKER Concurrent Session	Nonmember	\$200	Yes	\$70/day up to 2 days	Up to 2 nights (room & tax)	Complimentary
SPEAKER Plenary Session	Member OR Nonmember	\$300	Yes	\$70/day up to 2 days	Up to 2 nights (room & tax)	Complimentary
Organizer/Moderator March of Dimes Conference	Member OR Nonmember	\$500	Yes	\$70/day up to 2 days	Up to 2 nights (room & tax)	Complimentary
Pruzansky Lecturer March of Dimes Conference	Member OR Nonmember	\$750	Yes	\$70/day up to 2 days	Up to 2 nights (room & tax)	Complimentary
A person who speaks in more than one session would be entitled to the appropriate (or no) honorarium for each session and one set of other entitlements as noted above.						
No reimbursement, entitlements or complimentary registration are provided for organizers/speakers in contributed platform or poster sessions or sessions such as Unknowns & Rare Knowns, theme lunches, focus groups and the like.						



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PROPOSAL SUBMISSION FORM INVITED CONCURRENT & PLENARY SESSIONS

2011 ACMG Annual Clinical Genetics Meeting
March 16 – 20, 2011 * Vancouver, BC, Canada

Submitter's Name:	<input type="text"/>
Institution:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City, State, Zipcode	<input type="text"/>
Telephone:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

Proposed Title:

Target audience (e.g., clinicians, counselors, lab personnel, etc.):

Brief description:

**Goals and Learning Objectives of this Session (stated in terms of what providers will do or what change in professional behavior will occur as a result of the activity).
After attending this session, participants should be able to (list 3-4 learning objectives):**

Proposed Outcome of Session:

Knowledge
Competence
Performance
Patient Outcomes

Format:

Live
Clinical Cases
Audience Response System
Other (Please describe):

Professional Practice Gap Addressed (i.e. the difference between actual and ideal performance and/or patient outcomes and how this gap was identified):**Provider competencies and attributes the educational activity will address (check all that apply):**

Patient Care
Medical Knowledge
Practice-Based Learning
Interpersonal and communication skills
Systems-based Practice

Suggested Evaluation Methods:

Pre-test
 Prior to activity
 At beginning of activity
Post-test
 End of activity
 As part of meeting evaluation
 Follow up survey 3-6 months after activity
Audience Response System during activity

PROPOSED PRESENTERS, AFFILIATIONS, TOPICS

COMPLETE AND CURRENT contact information – including address, phone and email for each proposed presenter must be submitted with this proposal. Upon approval of the session the moderator should confirm each speaker’s willingness and ability to participate and provide ACMG with updates to all speakers and their contact information in a timely manner. Speakers will be provided with a Speaker Packet containing required forms for their signature. Prompt return of these forms is required and the moderator should plan to take an active role in assuring the panelists are adhering to pre-meeting deadlines and requested procedures. Email will be the primary form of communication between speakers and ACMG.

MODERATOR:	
Title:	
Institution:	
Address 1:	
Address 2:	
City, State, Zipcode	
Telephone:	
Fax:	
Email:	

PROPOSED TOPIC/TITLE	
PRESENTER 1 – Name and Credentials:	
Title:	
Institution:	
Address 1:	
Address 2:	
City, State, Zipcode	
Telephone:	
Fax:	
Email:	

PROPOSED TOPIC/TITLE	
PRESENTER 2 – Name and Credentials:	
Title:	
Institution:	
Address 1:	
Address 2:	
City, State, Zipcode	
Telephone:	
Fax:	
Email:	

PROPOSED TOPIC/TITLE

PRESENTER 3 – Name and Credentials:

Title:

Institution:

Address 1:

Address 2:

City, State, Zipcode

Telephone:

Fax:

Email:

PROPOSED TOPIC/TITLE

PRESENTER 4 – Name and Credentials:

Title:

Institution:

Address 1:

Address 2:

City, State, Zipcode

Telephone:

Fax:

Email:

PROPOSED TOPIC/TITLE

PRESENTER 5 – Name and Credentials:

Title:

Institution:

Address 1:

Address 2:

City, State, Zipcode

Telephone:

Fax:

Email:

Proposals must be submitted via email at mforburger@acmg.net, and received by **April 26, 2010**. You may also download a PDF of this form at www.acmg.net or www.acmgmeeting.net